

# Library Usage Policy

## Students

Students may check out two books or magazines and one video at a time. Most materials are checked out for a two-week period. Materials that are for *classroom use only* (with the exceptions listed below) may be checked out for up to a semester. In cases where a student needs to check out additional materials for class work, that may be allowed. Most materials may be renewed as long as no one else has requested them.

Exceptions:

- Videos are overnight (or weekend) checkout only and are due by noon the next school day.
- Reference materials are for use in the library only, although for special circumstances they may be checked out overnight.
- Newspapers are for use in the library only.
- Seasonal items may be checked out for one week at a time during periods of high demand.

## Staff

There is no limit to the number of library materials that MSB staff members may check out for classroom use; however, there are some restrictions, listed below. Most materials may be checked out for two weeks. Materials that are *for classroom use* (with the exceptions listed below) may be checked out for up to a semester. Most materials may be renewed as long as no one else has requested them.

Exceptions:

- Videos are overnight (or weekend) checkout only and are due by noon the next school day.
- Reference materials are for use in the library only, although for special circumstances they may be checked out overnight.
- Newspapers are for use in the library only.
- Seasonal items may be checked out for one week at a time during periods of high demand.

## Parents

Parents of students who attend Missouri School for the Blind may check out library materials in their child's name. Parents may check out materials to read or watch with their child. In this case, the same guidelines apply as for students – two books or magazines and one video at a time (see student guidelines).

Parents may check out materials from the Professional Library that pertain to their child's education and visual impairment or other disability (see [Parent Bibliography](#)).

Parents may check out materials for two weeks at a time, with the exceptions listed below:

- Videos are overnight (or weekend) checkout only and are due by noon the next school day.
- Reference materials are for use in the library only.
- Newspapers are for use in the library only.
- Seasonal items may be checked out for one week at a time during periods of high demand.

### **Local Education Agencies (LEA)**

Local education agencies around the state of Missouri who work with students with visual impairments may borrow certain professional materials from the Professional Development Lending Library through the Missouri Instructional Resource Center. For more information, click here: [Professional Development Lending Library](#)

### **General Public**

The Library Media Center at MSB is open to anyone who would like to use the materials on the premises during regular library hours (Monday-Friday, 8:15 a.m.-3:45 p.m. when school is in session).

Library materials are ***not*** available for checkout to the general public, however. The general public includes anyone who is not a current student, parent of a current student, current staff member or representative of a LEA who is working with a student who is deafblind or visually impaired.